



## Minnesota Judicial Branch Policy and Procedures

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<b>Policy Source:</b>	State Court Administrator
<b>Policy Number:</b>	506(p)
<b>Category:</b>	Court Operations
<b>Title:</b>	Minnesota Judicial Center Rules of Decorum
<b>Origination Date:</b>	September 22, 2017
<b>Effective Date:</b>	September 22, 2017; January 23, 2018
<b>Revision Date:</b>	January 23, 2018
<b>Contact:</b>	Director, Court Information Office
	Questions related to this policy should be referred to: <a href="mailto:courtinfo@courts.state.mn.us">courtinfo@courts.state.mn.us</a> .

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### Minnesota Judicial Center Rules of Decorum

#### I. POLICY

It is the mission of the Minnesota Judicial Branch to provide justice through a system that assures equal access for the fair and timely resolution of cases and controversies. It is the vision of the Minnesota Judicial Branch that the general public and those who use the court system will refer to it as accessible, fair, consistent, responsive, free of discrimination, independent, and well-managed.

Consistent with this mission and vision, it is the policy of the State Court Administrator's Office (SCAO) to provide the best possible customer service at the Minnesota Judicial Center (MJC) in an accessible, safe, and inviting environment. These Rules of Decorum are designed to ensure this environment is maintained at all times. In keeping with the commitment to customer service and the provision of a safe and inviting environment, these Rules of Decorum define those activities that are inappropriate in the Minnesota Judicial Center and prohibited. These Rules of Decorum shall be enforced in a consistent and impartial manner.

#### II. APPLICABILITY

These Rules of Decorum apply to visitors at the Minnesota Judicial Center, located at 25 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul.

#### III. DEFINITIONS

**A. Public Meeting:** The following meetings are public meetings, unless closed by court order:

1. Supreme Court advisory committees and subcommittees.
2. The Judicial Council, and the meetings of its Human Resources/Education & Organization Development and Court Operations Policy and Strategy

- Committees, Treatment Court Initiative, and Committee for Equality and Justice.
3. State Court/Tribal Court Forum.
  4. Children's Justice Initiative Statewide Advisory Committee.
  5. Other meetings opened to the public by the Supreme Court, the State Court Administrator, or the meeting Chair or presider.

**B. Non-public meeting.** Meetings not defined as public meetings are non-public meetings.

**C. Rules of Courtroom Decorum.** The rules established by the court governing behavior in the courtroom.

**D. Public Court Proceedings.** Oral arguments, attorney admission ceremonies, any other public hearings ordered by the court.

#### **IV. RULES OF DECORUM**

**A.** The following behaviors, conduct, and activities by visitors are prohibited unless expressly permitted by the State Court Administrator or Chief Justice:

1. Entering or remaining in the MJC before or after posted hours of operation except when accompanied by a justice, judge or a Minnesota Judicial Center employee.
2. Entering or attempting to enter secured areas, or failing to comply with the [Minnesota Judicial Center Visitor Policy](#) regarding Admission of Visitors to Secured Areas of the MJC.
3. Failing to comply with the Supreme Court Order regarding Court Security – Weapons Policy, dated June 2, 2003, file number [A03-0604](#), [ADM10-8013](#).
4. Failing to comply with the Rules of Courtroom Decorum for the [Court of Appeals](#) or [Supreme Court](#) during public court proceedings.
5. Failing to comply with the [Law Library Code of Conduct](#).
6. Failing to sit in the audience area or follow any other directive of the Chair or presider of a public meeting; entering a public meeting before being admitted to the meeting room by the Chair, presider, or meeting staff; or entering or attempting to enter a non-public meeting.
7. Engaging in loud or disruptive behavior, or failing to supervise children engaging in such behavior.
8. Consumption of alcohol.
9. Soliciting, proselytizing, or panhandling.
10. Physically blocking aisles, exits, or entrances.
11. Failing to comply with any directive of SCAO when reserving and/or using public space.
12. Using the building for other than its intended purpose, such as loitering or sleeping, and/or failing to conduct business in a reasonable time, place, or manner.
13. Entering into or remaining in the building while emitting odors, including bodily odors or perfumes, which interfere with the use of services by other visitors or the work of staff.
14. Bringing any animal into the building without permission of SCAO, with the exception of service animals.
15. Using wheeled recreational devices such as skateboards, roller skates, roller blades, bicycles, or scooters.

16. Failing to comply with the direction or request of MJC staff, security, or meeting Chair or presider to stop any other activity that is disturbing the normal activities or environment for other visitors or MJC staff.
17. Using camera or photographic equipment, or audio, video, or broadcast equipment in MJC or during public meetings held in MJC, without the advance written consent of the State Court Administrator or delegate, or the Chair or presider of a public meeting; or if that consent has been given, without following the directives of the State Court Administrator or delegate or the Chair or presider of the public meeting regarding the conditions for the permitted use of that equipment.

**B.** Violations of these Rules of Decorum may result in the expulsion of visitors from the premises, and criminal prosecution if the conduct also constitutes a violation of the law.

## **V. RELATED DOCUMENTS**

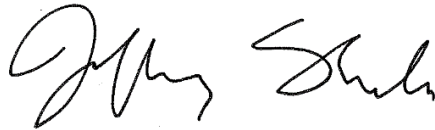
Judicial Council Policy 111  
In re Court Security – Weapons Policy, Order dated June 2, 2003



2003-06-02 Order  
Weapons Policy.pdf

## **VI. REVISION HISTORY**

Approval:

A handwritten signature in black ink, appearing to read 'Jeffrey Shorba', written over a horizontal line.

Jeffrey Shorba, State Court Administrator

January 23, 2018

Date